

POL-20100407A

STATEWIDE IT POLICY

Information Technology Project Management

Approved

Office of the Chief Information Officer

Department of Administration
Statewide Information Technology Services Division
PO Box 200113
Helena, MT 59620-0113
Tel: (406) 444-2700
FAX: (406) 444-2701

February 8, 2011



Brian Schweitzer
Governor

State of Montana

DEPARTMENT OF ADMINISTRATION

Janet R. Kelly, Director

CHIEF INFORMATION OFFICER

Richard B. Clark

APPROVED STATEWIDE POLICY: IT PROJECT MANAGEMENT

EFFECTIVE DATE: MARCH 1, 2011

APPROVED: FEBRUARY 7, 2011

I. Purpose

This **Information Technology Project Management Policy** (Policy) establishes the requirements for the management of information technology (IT) projects based on the American National Standards Institute/Project Management Institute 99-001 2008 standard, “A Guide to the Project Management Body of Knowledge” (PMBOK).

II. Scope

This Policy applies to all executive branch agencies and other service providers (e.g. independent contractors) who have access to, use or manage Information Technology.

III. Requirements

The Department of Administration shall implement planning and reporting procedures using PMBOK as the project management framework and provide IT project management guidance and leadership to Agencies.

IV. Policy Changes and Exceptions

The [Procedure for Establishing and Implementing Statewide Information Technology Policies and Standards](http://itsd.mt.gov/content/policy/policies/Administration/action_request.doc) shall govern policy changes or exceptions. Submit requests for a review or change to this instrument by [Action Request](http://itsd.mt.gov/content/policy/policies/Administration/action_request.doc) form (at http://itsd.mt.gov/content/policy/policies/Administration/action_request.doc). Submit requests for exceptions by an [Exception Request](http://itsd.mt.gov/content/policy/policies/Administration/exception_request.doc) form (at http://itsd.mt.gov/content/policy/policies/Administration/exception_request.doc). Changes to policies and standards will be prioritized and acted upon based on impact and need.

V. References

A. Legislation

- [§2-17-505 MCA](#), Policy
- [§2-17-512, MCA](#), Powers and duties of department.
- [§2-17-516, MCA](#), Exemptions

B. Policies, Directives, Regulations, Rules, Procedures, Memoranda

- [Statewide Policy: Establishing and Implementing Statewide Information Technology Policies and Standards](#)
- [Statewide Procedure: Establishing and Implementing Statewide Information Technology Policies and Standards](#)

VI. Definitions

Agency	Any entity of the executive branch, .excluding the university system for purposes of this Policy. Reference §2-17-506(8), MCA.
Information Technology	Hardware, software, and associated services and infrastructure used to store or transmit information in any form, including voice, video, and electronic data. Reference §2-17-506(7), MCA .

Refer to the [Statewide Glossary: Information Systems Policies and Standards](#) for associated terminology.

VII. Closing

Direct questions or comments about this Policy to the State of Montana Chief Information Officer at [ITSD Service Desk](#) (at <http://servicedesk.mt.gov/ess.do>), or:

PO Box 200113
Helena, MT 59620-0113
(406) 444-2700
FAX: (406) 444-2701